Workforce Administration

Quick Reference Guide

Logging In

- Open Browser (Internet Explorer)
- Type the following URL in the Address Bar:

  https://www.edison.tennessee.gov

- Enter User ID & Password provided from Edison.

View Paycheck

View and Print a copy of your Paycheck

Employee Self Service > Employee Home > Payroll and Compensation Home > View Paycheck

View Payable Time

View Time Scheduled to be Paid

Employee Self Service > Employee Home > Time Reporting Home > Payable Time Summary

NEED ASSISTANCE – CALL

FOR PAYROLL QUESTIONS CONTACT:
CENTRAL PAYROLL CALL CENTER
615-741-PAID or 877-944-3873

FOR BENEFITS QUESTIONS CONTACT:
BENEFITS SERVICE CENTER
615-741-3590 or 800-253-9981

FOR EDISON QUESTIONS CONTACT:
EDISON HELP DESK
615-741-HELP or 866-376-0104

Enter New Personal and Job Information

ADDING A PERSON / Biographical Information
Remember to search for Matching People first. Process is used when Job Data information is unknown or not applicable (i.e. persons of interest).
HR [Tab] > Add a Person

HIRE A PERSON
Used for Executive Service, Part Time and most Non-Competitive hires.
HR [Tab] > Add a Person

HIRE A PERSON – New Employment Instance
Used for new hires where personal or biographical information has been previously entered, but the person was not hired.
HR [Tab] > HCM Menu Item > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance

VIEW & UPDATE CHECKLIST
HR [Tab] > HCM Menu Item > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist

REVIEW JOB DATA
Used to validate job data, such as those fields populated by the Applicant Services interface.
HR [Tab] > Job Data

Enter Additional Personal Information

MODIFY A PERSON
Used for Name Changes, Address Changes (Home and/or Business), Marital Status Changes and other Life Events
HR [Tab] > Modify a Person

EMERGENCY CONTACT
HR [Tab] > HCM Menu Item > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

I-9 INFORMATION
HR [Tab] > HCM Menu Item > Workforce Administration > Personal Information > Citizenship > Identification Data

ADA ACCOMMODATION
HR [Tab] > HCM Menu Item > Workforce Administration > Personal Information > Disability > Disabilities

Enter Additional Job Information

PROPERTY
  HR [Tab] > HCM Menu Item > Workforce Administration > Job Information > Company Property

EDUCATIONAL BACKGROUND
  HR [Tab] > HCM Menu Item > Workforce Development > Competency Management > Track Person Competencies > Education

LICENSES AND CERTIFICATIONS
  HR [Tab] > HCM Menu Item > Workforce Development > Competency Management > Track Person Competencies > Licenses and Certifications

Reports / Queries

RUN REPORTS AND QUERIES
Query Manager
  HR Tab > HCM Reporting Tools Menu Item > HCM Query Manager
Report Manager
  HR [Tab] > HCM Reporting Tools Menu Item > HCM Report Manager

HR REPORTS
Employee Turnover Analysis
  HR [Tab] > HCM Menu Item >
  Workforce Administration > Workforce Reports

Late Documents Report
  HR [Tab] > HCM Menu Item > Workforce Development > Performance Management > Reports

Missing Documents Report
  HR [Tab] > HCM Menu Item > Workforce Development > Performance Management > Reports

Staffing Pattern
  HR [Tab] > HCM Menu Item >
  Workforce Administration > Workforce Reports > TN Reports

TN Career to Executive Service
  HR [Tab] > HCM Menu Item >
  Workforce Administration > Workforce Reports > TN Reports

View Rating Summary
  HR [Tab] > HCM Menu Item > Workforce Development > Performance Management > Reports

Maintaining Employee Records

PROCESS POSITION CHANGE REQUEST
Navigation #1: HR [Tab] > TN Position Change Request

Navigation #2: HR [Tab] > HCM Menu Item > Organizational Development > Position Management > Maintain Positions/Budgets > TN Position Change Request

ENTER JOB GROUP CODE for Affirmative Action Plan -
HR [Tab] > HCM Menu Item > Organizational Development > Position Management > Maintain Positions/Budgets > TN Job Group Code

Enter Performance Reviews

CREATE A PERFORMANCE REVIEW
1. Navigate to Employment Data to get correct Probation Date:
   HR [Tab] > Job Data > *Enter the Emplid* > Click on Employment Data
2. HR [Tab] > Manager Self-Service Menu Item > Performance Management > Performance Documents > Create Documents By Group

CREATING MASS PERFORMANCE REVIEWS (Annual)
  HR [Tab] > Create Documents

CREATING INITAL ANNUAL PERFORMANCE EVALUATION
  Manager Self-Service Menu Item > Performance Management > Performance Documents > Create Documents By Group

CREATE A PAPER PERFORMANCE REVIEW
1. Verify that review hasn't already been entered:
   Manager Self-Service Menu Item > Performance Management > Performance Documents > Current Documents
2. Manager Self-Service Menu Item > Performance Management > Performance Documents > Create Documents By Group

PRINTING HISTORICAL PERFORMANCE DOCUMENTS
  Manager Self-Service Menu Item > Performance Management > Performance Documents > Historical Documents

Update Job Data

REVIEW JOB HISTORY - HR [Tab] > Job Summary

JOB DATA CHANGE REQUEST
  Navigation #1: HR Tab > TN Job Data Change Request

  Navigation #2: HR [Tab] > HCM Menu Item > Workforce Administration > Job Information > TN Job Data Change Request
  Such as: Rehire, Transfer – Internal, Promotion – Agency to Agency, Pay Rate Change, Termination and Retirement